



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACTUARIAL ASSISTANT TRAINEE, CALPERS

\$3,106 - \$4579

FINANCIAL SURVEILLANCE BRANCH - ACTUARIAL OFFICE LOS ANGELES

RESPONSIBILITIES:

Reporting to a Supervising Life Actuary and under close supervision of a Senior Life Actuary, the incumbent will learn and perform the least complex duties related to insurance actuarial programs or work involving the calculation and verification of financial liabilities and reserves of insurance companies. Duties will include extracting and reconciling financial data; utilizing actuarial computer software programs to process actuarial valuations; determining the adequacy of risk reserves; matching and verifying data; producing statistical summaries or reports to display results of actuarial valuations; learning the statutes and regulations requiring the application of actuarial principles; and assisting more experienced staff with more complex work or special actuarial projects; and do other related work.

DESIRABLE QUALIFICATIONS:

- Ability to gather, organize, summarize and analyze numerical and financial data;
- Ability to perform basic mathematical calculations using standard formulas or data sets;
- Ability to utilize computer applications and software to produce reports and spreadsheets;
- Possess general knowledge of actuarial science; general accounting; mathematical concepts and calculations;
- Dependable and be able to follow instructions;
- Willing to take initiative;
- Good interpersonal skills;
- Have excellent verbal and written communication skills to be able to communicate data/information in oral and written form;
- Ability to work as a team member and be flexible and responsive to various tasks assigned.
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WHO MAY APPLY:

Applications will be accepted from current State employees at the Actuarial Assistant Trainee, CalPERS level, those within transfer range, or individuals who have list eligibility for Actuarial Assistant Trainee, CalPERS. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

10/25/13 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Actuarial Assistant Trainee, CalPERS, PSN # 413-356-5509-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: November 8, 2013

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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